

RECYCLING MARKET DEVELOPMENT PROGRAM ANNOUNCEMENT OF GRANT FUNDING AVAILABILITY

The Indiana Department of Environmental Management (IDEM) announces grant funding availability through the Recycling Market Development Program (RMDP).

- **Grant Proposals will be accepted beginning August 29, 2016.**
- **Grant funding requests may range from \$1,000 up to \$500,000, with a 50 percent required match.**
- **Deadline for proposals is October 17, 2016.**

Proposal Guidance

Proposal Formatting

A proposal should have a one-inch margin, with no smaller than 12 point font size, and be in Times New Roman font. It must include the following components:

A. Summary Information Page: (Recommended not to exceed one (1) page)

1. Project title.
2. Applicant information: Organization name, address, contact person, phone number, email address.
3. Funding Request: Specifically, the amount you are requesting from IDEM.
4. Total project cost, including all additional resources.
5. Project period: Estimated start and end date (Please keep in mind that all projects must be designed to be completed within one year of the executed grant agreement; if an extension should be requested they will be reviewed on a case by case basis and shall not exceed a total of 24 months from the originally executed contract date).

B. Project Summary/Scope of Work: (Recommended not to exceed seven (7) pages)

1. Detailed project summary, description of specific actions and methods to be taken and the responsible institutions.
2. Project Rationale: Why the proposed project is important in achieving the RMDP goals.
3. Description of the roles of the applicant and partners, if any.
4. Description of the applicant's organization and experience related to the proposed project.
5. Description of staff expertise/qualifications, staff knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project.
6. Estimated and reasonable time line for the various tasks associated with the proposed project.
7. Environmental Results: Potential outcome(s) of proposed project.

C. Past Performance: Please submit a list (no more than five) of any state funded assistance agreements similar in size, scope, and relevance to the proposed project that your organization

performed within the last three years. Please describe your history of meeting reporting requirements under those agreements, including whether progress towards achieving the expected outputs and outcomes of those agreements were reported on in an adequate and timely manner (and if not, explain why not), as well as whether you submitted acceptable final technical reports under the agreements. If your organization has no past performance for the proposed project, please provide information that shows efforts to avoid duplication of work. Failure to provide this information may result in a score of zero (0) for this factor.

D. Voluntary Cost Share/Match and Leveraged Funds: Please identify if any funds for this project will be matched or leveraged. Describe the amount and type of leveraged resources to be provided. Please note that because the RMDP is a state funded program, state funds cannot be used to match other state funds. If additional funding from other sources will be used in matching the RMDP grant, documentation must be provided showing that these funds have been approved for immediate use. Presentation of an acknowledgement letter from another source showing receipt of a grant application, but not indicating funding is secured or awarded for your project, does not count as matching funding.

E. Detailed Budget Narrative: This should include a cost break down by task in conjunction with the task-by-task timeline requested under B.6.